

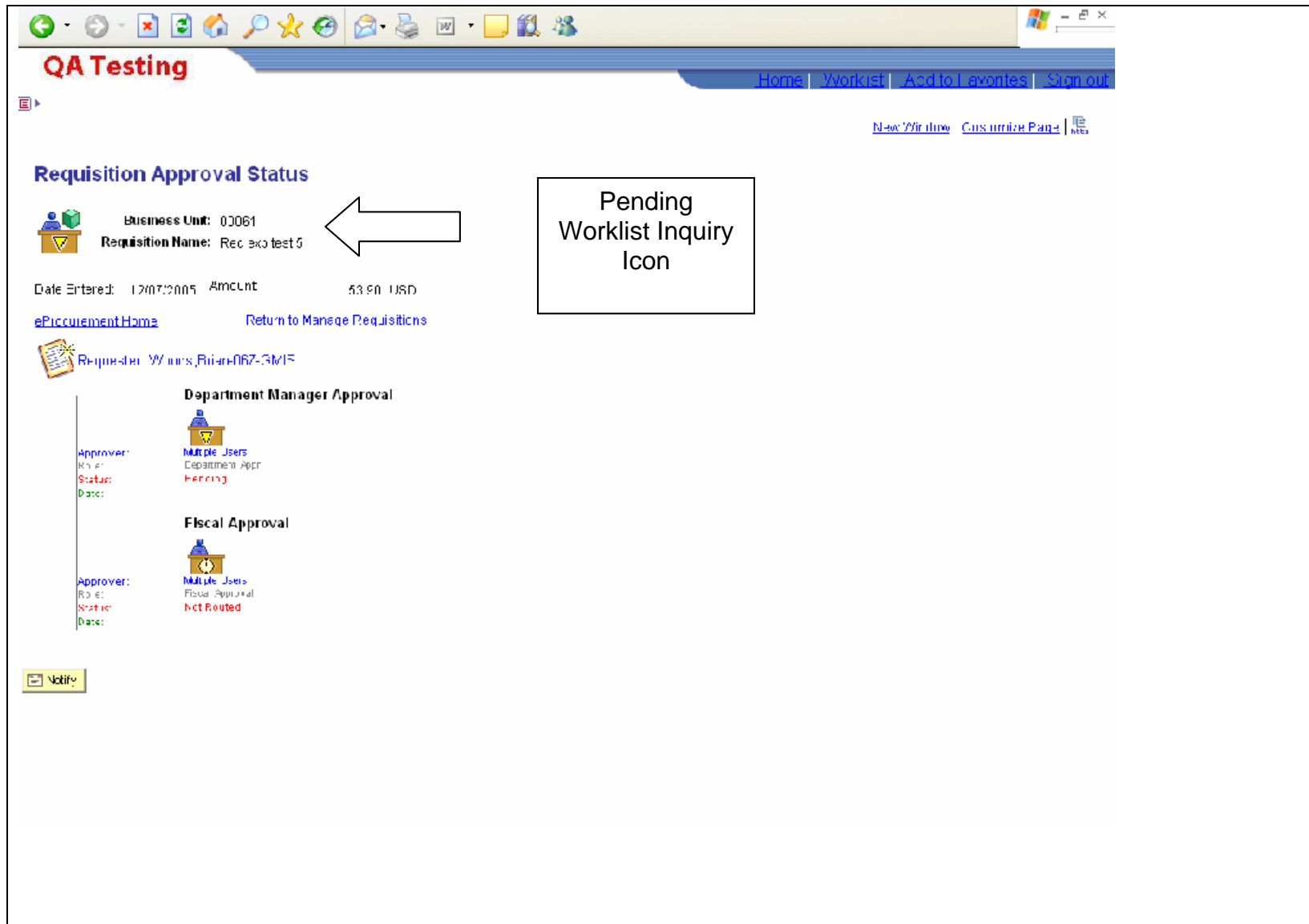
NAVIGATION OPTIONS

The screenshot displays the QA Testing application interface. At the top, there is a navigation bar with links: [Home](#), [Worklist](#), [Add to Favorites](#), and [Sign out](#). Below this, a "Menu" sidebar on the left contains a search bar and a list of categories: My Favorites, Employee Self-Service, Manager Self-Service, Customers, Products, Catalog Management, Customer Contracts, Order Management, Order Pricing, Customer Returns, Items, Cost Accounting, Vendors, MW/DDC Repository, Purchasing, and Inventory. The "eProcurement" category is expanded, showing a list of links: eProcurement Home Page, Create Requisition, Manage Approvals, Manage Requisitions, Buyer Station, Run Purchase Order Processes, Expedite Requisition, Quick Source Requisition, Dispatch Purchase Orders, Approve Change Requests, Manage Purchase Orders, Receive Items, Procurement Card, Maintain Items, Procurement Analysis, Reports, Procurement Application Admin, My Profile, and Bidder Registration. The main content area, titled "Main Menu", displays a grid of links for eProcurement, including: eProcurement Home Page, Create Requisition, Manage Approvals, Manage Requisitions, Buyer Station, Run Purchase Order Processes, Expedite Requisition, Quick Source Requisition, Dispatch Purchase Orders, Approve Change Requests, Manage Purchase Orders, Receive Items, Procurement Card, Maintain Items, Procurement Analysis, Reports, Procurement Application Admin, My Profile, and Bidder Registration. The bottom status bar shows the Internet Explorer logo and the text "Internet".

Making an initial selection from the main menu opens a page listing the options available within the selection made.

In addition to the “drill down” navigation using the main menu, the links on the new page may also be used to access areas within the application.

REQUISITION APPROVAL STATUS

	<p>NAVIGATION:</p> <p>eProcurement>Manage Requisitions</p> <p>When the requisition is found using the search criteria, click the Approval Status icon.</p> <p>Note the new Pending Worklist Inquiry icon at the top of the Requisition Approval Status page, along with the return/backwards navigation links.</p>
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QA Testing

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Pending Worklist Inquiry

Business Unit: 00031 Requisition ID: 000000851

User ID	Description	Email Address	Rule Name
1 C209517	Krem... <small>Click column heading to sort ascending</small>	ks...@doit.in.gov	Department Manager Approval

[Return to Workflow Map](#)

javascript:submitAction_win0(document.win0,'SQL_WORFLOW_VW\$sort3\$0');

start | Internet - Microsoft Out... | 15 Reminders | PeopleSoft 8 session... | 1:07 PM Wednesday 12/21/2005

Manage Requisitions ... | Document 114 - Micro...

Clicking the Pending Worklist Inquiry icon opens the Pending Worklist Inquiry page detailing the approval step required and approver(s) responsible.

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Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.


Notification Details [Lookup Recipient](#) [Delivery Options](#)


To:


CC:

BCC:

Priority:

Subject: 

Template Text: 

Message: 

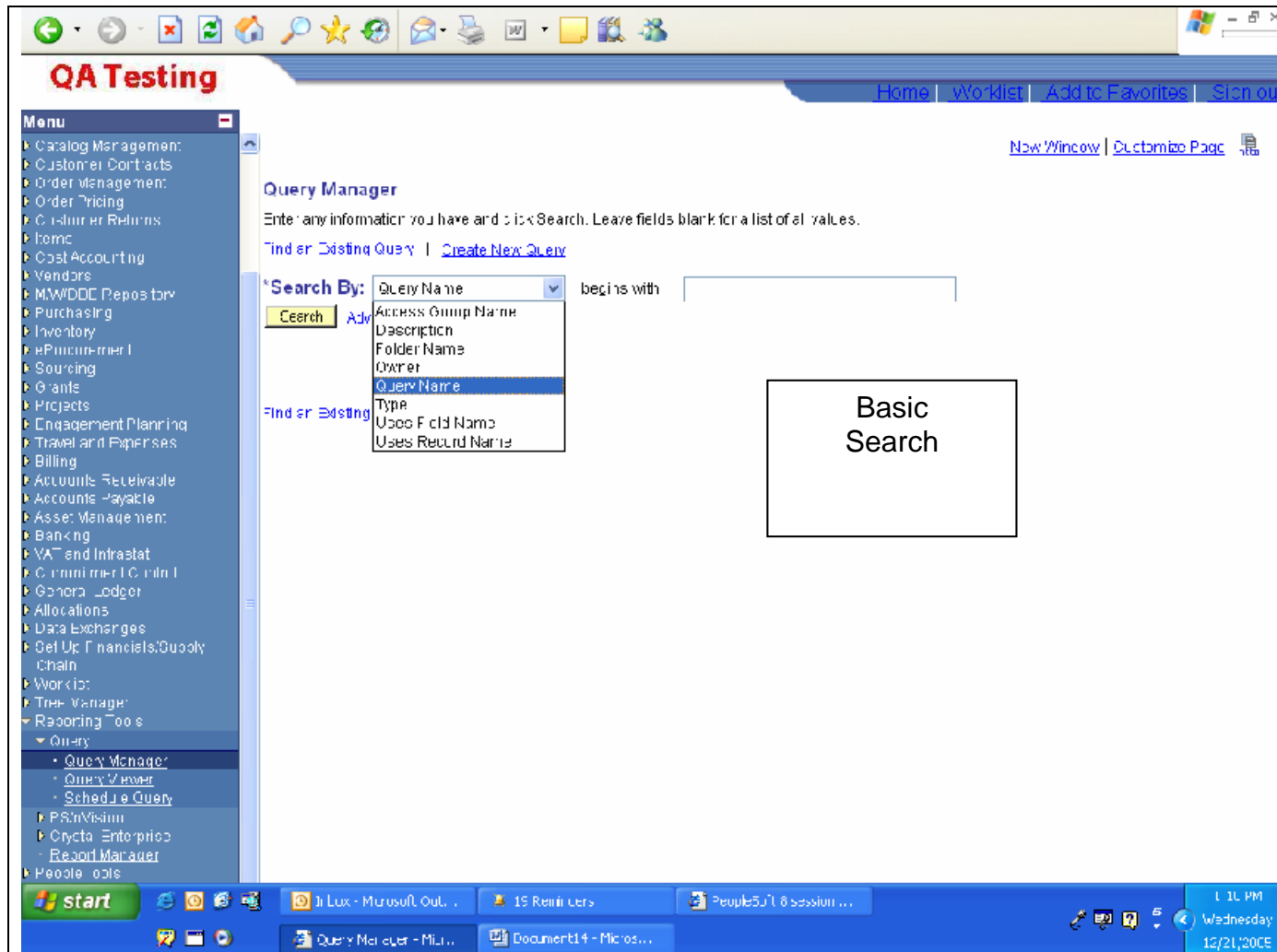
Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

Spell Check Icons

The Notify icon at the bottom of the Approval Status page opens the Send Notification page, with Lookup Recipient and Delivery Options links.

There are also Spell Check icons to the right of the Subject field and the Message field.

QUERY TOOLS



NAVIGATION:

Reporting
Tools>Query>Query
Manager

Note the added search
criteria options available
in the Basic and
Advanced Search
pages.

QA Testing

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Menu

- ▶ Catalog Management
- ▶ Customer Contracts
- ▶ Order Management
- ▶ Order Pricing
- ▶ Customer Returns
- ▶ Items
- ▶ Cost Accounting
- ▶ Vendors
- ▶ M/W/D/B/E Repository
- ▶ Purchasing
- ▶ Inventory
- ▶ eProcurement
- ▶ Sourcing
- ▶ Grants
- ▶ Projects
- ▶ Engagement Planning
- ▶ Travel and Expenses
- ▶ Billing
- ▶ Accounts Receivable
- ▶ Accounts Payable
- ▶ Asset Management
- ▶ Banking
- ▶ VAT and IntraStat
- ▶ Commitment Control
- ▶ General Ledger
- ▶ Allocations
- ▶ Data Exchanges
- ▶ Set Up Financials/Supply Chain
- ▶ Worklist
- ▶ Tree Manager
- ▶ Reporting Tools
 - ▼ Query
 - Query Manager
 - Query Viewer
 - Schedule Query
- ▶ PChVision
- ▶ Crystal Enterprise
 - Report Manager
- ▶ PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find or Existing Query](#) | [Create New Query](#)

Query Name:

beg ns with

Description:

beg ns with

Uses Record Name:

beg ns with

Uses Field Name:

beg ns with

Access Group Name:

beg ns with

Folder Name:

beg ns with

Query Type:

<

<=

=

>

>=

begins with

between

contains

in

not in

Uddr

Owner:

When Using the NC

ors, enter comma separated values without quotes. i.e. JOE,EMPLOYEE,JR\ L LN.

Search

Clear

[Find or Existing Query](#) | [Create New Query](#)

Advanced Search

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QA Testing

Home | Worklist | Add to Favorites | Sign out

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with

[Advanced Search](#)

Search Results Too many items met your search criteria. Only the first 300 items displayed.

*Folder View:

'Action:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	AMAD1000__ADV_DEPR_AMT	Advanced Depreciation Amount	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	AMAD1010__ADV_REVERSE_AMT	Advanced Depreciation Reverse	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	AMAE1003__ACCTG_ENTRY_TMPLTS		Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	AMAS1103__ASSET_CATEGORIES	Asset Categories	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	AMAS1603__ASSET_WARRANTIES	Asset Warranties	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	AMAS1703__ASSET_LICENSE_INFO	Asset Licenses	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	AMBU1000__AM_BUS_JUNIT_BOOKS	AM Business Units and Books	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	AMDE1000__AM_HIST_EY_CAT	AM History Sheet by Category	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	AMDE1001__AM_HIST_EY_ACC	AM History Sheet by ACC	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	AMDE1101__AM_DEPR_HIST	AM Depreciation History	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	AMDE1102__AM_DEPR_HIST	AM Special Deprec. History	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	AMDE4001__QUANTITY_COST_SUB	Summary Cost	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	AMDE4001__INVENTORY_DETAIL	AM Inventory detail	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	AMDE6000__RECONCILIATION_AP_AM	Reconciliation AP/AM	Public		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	AMGL1000	AM_GL_RECON_QUERY_1300	Public		Edit	HTML	Excel	Schedule

Internet

The query name is no longer a link.

The query may now be accessed using the Edit link.

The query may be run using the Excel or HTML links.

The query may be scheduled to run through the Schedule link.

QA Testing

Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | http

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | Create New Query

*Search By: Query Name begins with

Search Advanced Search

Search Results

Too many items met your search criteria. Only the first 300 items displayed.

*Folder View: -- All Folders --

Check All Uncheck All

*Action: -- Choose -- Go

Select	Query Name	Descr	Owner	Folder	Action	Print	Excel	Schedule
<input type="checkbox"/>	BB_GL_KK_BUDGET_ACT	Query of KK_Budget Hdr and LN	Private		Copy to User			
<input type="checkbox"/>	BU_PA_ADDRESS	Proc Agnt Address Info	Private		Edit HTML Excel Schedule			
<input checked="" type="checkbox"/>	CNTRCT_ITEM		Private		Edit HTML Excel Schedule			
<input type="checkbox"/>	CNTRCT_ITEM_TEST		Private		Edit HTML Excel Schedule			
<input type="checkbox"/>	CNTRCT_PO_LN_BY_ITEM		Private		Edit HTML Excel Schedule			
<input type="checkbox"/>	PAPER_REQS		Private		Edit HTML Excel Schedule			
<input type="checkbox"/>	PROC_AGT_ADDR_INFO	Proc Agnt Address Info	Private		Edit HTML Excel Schedule			
<input type="checkbox"/>	REQS_FOR_COPY_PAPER		Private		Edit HTML Excel Schedule			
<input type="checkbox"/>	SL_PURCH_ACTIVITY	Streamlining - PO	Private		Edit HTML Excel Schedule			
<input type="checkbox"/>	00510CM_ACCTG_LINE_INFO	Info by order, receipt, acct #	Public		Edit HTML Excel Schedule			
<input type="checkbox"/>	00510COSTING_PRINTSHOP_ORDERS	Cost of Print Shop orders	Public		Edit HTML Excel Schedule			
<input type="checkbox"/>	00510OWNED_ITEMS_REORDER	Reorder report for owned items	Public		Edit HTML Excel Schedule			
<input type="checkbox"/>	00510PRINTSHOP_MCHN_BY_PERIOD	Machine production by period	Public		Edit HTML Excel Schedule			

Internet

Private queries may be shared with other users.

Choose the query to be shared using the Select checkbox next to the query name.

Select Copy to User from the Action field drop-down list.

Click the Go button.

QA Testing

Home Worklist Add to Favorites Sign out

New Window http

Enter the user id to copy the selected queries to:

User ID: Z411234

OK Cancel

Done Internet

QA Testing

Home | Worklist | Add to Favorites | Sign out

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Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | Create New Query

*Search By: Query Name begins with

Search Advanced Search

Search Results

Too many items met your search criteria. Only the first 300 items displayed.

Folder View: -- All Folders --

Check All Uncheck All

Select	Query Name						
<input type="checkbox"/>	BB_GL_KK_BUDGET_ACT						
<input type="checkbox"/>	BU_PA_ADDRESS	Proc Agnt Address Info	Private	Edit	HTML	Excel	Schedule
<input checked="" type="checkbox"/>	CNTRCT_ITEM		Private	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	CNTRCT_ITEM_TEST		Private	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	CNTRCT_PO_LN_BY_ITEM		Private	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	PAPER_REQS		Private	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	PROC_AGT_ADDR_INFO	Proc Agnt Address Info	Private	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	REQS_FOR_COPY_PAPER		Private	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	SL_PURCH_ACTIVITY	Streamlining - PO	Private	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	00510CM_ACCTG_LINE_INFO	Info by order, receipt, acct #	Public	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	00510COSTING_PRINTSHOP_ORDERS	Cost of Print Shop orders	Public	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	00510OWNED_ITEMS_REORDER	Reorder report for owned items	Public	Edit	HTML	Excel	Schedule
<input type="checkbox"/>	00510PRINTSHOP_MCHN_BY_PERIOD	Machine production by period	Public	Edit	HTML	Excel	Schedule

Done Internet

A message will be displayed indicating that the query has been copied, accessible to the User ID specified.

Click OK to acknowledge the message and return to Query Manager.

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[New Window](#) | [Customize Page](#) |

Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run

Query Name: CNTRCT_JTFM Description:

Find an Existing Record

Record Name:

Description:

Uses Field Name:

Access Group Name:

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)

Done

Internet

Note expanded search criteria options for locating Records when creating new/editing existing queries.

The Run tab for reviewing query results formerly titled Preview.

REPORT MANAGER

QA Testing

Home | Worklist | Add to Favorites | Sign out

New Window | Customize Page | http

Process List | Server List

View Process Request For

User ID: B219758 Type: Last: 90 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status ☒ Save On Refresh

Process List Customize | Find | View All | First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1012543		Application Engine	PSQUERY	B219758	12/22/2005 3:00:00PM IND	Queued	N/A	Details
<input type="checkbox"/>	1012147		Application Engine	PSQUERY	B219758	12/15/2005 3:00:00PM IND	Success	Posted	Details
<input type="checkbox"/>	1009114		Application Engine	PSQUERY	B219758	11/03/2005 3:00:00PM IND	NotPosted		Details

Save Notify

[Process List](#) | [Server List](#)

Internet

NAVIGATION:

PeopleTools>Process Scheduler> Process Monitor

Distribution Status is now displayed on Process List tab.

Details link offers the same information as in the previous version.

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Menu

- Manager Self-Service
- Customers
- Products
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- Customer Contracts
- Order Management
- Order Pricing
- Customer Returns
- Items
- Cost Accounting
- Vendors
- MWVDBE Repository
- Purchasing
- Inventory
- eProcurement
- Sourcing
- Grants
- Projects
- Engagement Planning
- Travel and Expenses
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Banking
- VAT and IntraStat
- Commitment Control
- General Ledger
- Allocations
- Data Exchanges
- Set Up Financials/Supply Chain
- Worklist
- Tree Manager
- Reporting Tools
 - Query
 - PSnVision
 - Crystal Enterprise
 - Report Manager**
- PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Administration

View Reports For

User ID: T004326 Type: Last: 30 Days Refresh

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1 of 2 Last

Select	Report ID	Proc Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5112114	1117543	Thursday at 3:11	12/15/2005 3:00:23 PM	Microsoft Excel Files (*.xls)	N/A	
<input type="checkbox"/>	5J0920	1012147	Thursday at 3:11	12/08/2005 3:00:30 PM	Microsoft Excel Files (*.xls)	Posted	Details

☒ Select All ☐ Deselect All

Delete Click the delete button to delete the selected report(s)

Save

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

NAVIGATION:

Reporting Tools>Report Manager> Administration Tab

View link available in previous version no longer used.

Information previously available through Details and View links in previous version now combined and available using Details link.

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